

Minutes Tempe Merit System Board May 17, 2018

Minutes of the Tempe Merit System Board Meeting, held on Thursday, May 17, 2018 at 1:00 p.m., Human Resources Small Conference Room, 20 East Sixth Street, Tempe, Arizona.

Board Members Present:

Lori Messer
Bill Munch
Johnny Tse (via telephone)

City Staff Present:

Jon O'Connor, Deputy Internal Services Director – Human Resources, Board Secretary (designee)

Sarah Jenkins, Administrative Assistant to Human Resources, Staff to the Board

Bill Munch called the Meeting to order at 1:11 p.m.

ITEM I – Consideration of Meeting Minutes

Motion by Mr. Tse to approve the December 13, 2017 Board meeting minutes and December 13, 2017 Executive Session meeting minutes; second by Ms. Messer. Motion passed unanimously on a voice vote 3-0.

ITEM II – Motion to Adjourn to Executive Session

No action was taken.

ITEM III – Board Member Appointments/Reappointments

Mr. O'Connor recapped the recent board position moves: Mr. Foley stepped down as Chair and moved from a regular member to an alternate member. Mr. Schoeneman has advised that he does not wish to continue on the Board after his current term ends 5/31/2018. The City Council approved Jessica Vargas to be an alternate member to replace Mr. Schoeneman. The City Council also approved Lori Messer to move from an alternate position to a regular member. Mr. Munch intends to recommit once his term concludes in January 2019. Mr. Munch will confirm by 01/01/19.

Mr. Tse welcomed Ms. Messer and Ms. Vargas to the Merit System Board.

ITEM IV - Discussion of Board Chair Responsibilities & Selection of Board Chair

Mr. O'Connor opened by stating the primary purpose of the Merit System Board is to conduct hearings and to review and approve changes to the Personnel Rules prior to going to City Council for final approval. Mr. O'Connor then outlined the responsibilities of the Chair. One of the main roles of the Chair is to oversee and conduct meetings of the Merit System Board. The Chair also has additional responsibilities when a hearing is scheduled. Mr. O'Connor stated that there are no hearings in the near future.

The Chair of the Merit System Board is also required to hold a position on the Tempe Public Safety Personnel Retirement System (PSPRS) Local Boards (Fire and Police). These Boards review and approve new members coming into the retirement system, medical retirements and conduct a variety of other PSPRS business. The Boards meet on the 1st Thursday of each month at 2:00 p.m. in the City Manager's Conference room located in City Hall. The two PSPRS Boards consist of the Chair of the Merit System Board, two members from the Police Union and two members from the Fire Union, one member from the public, Deputy City Manager (Chief Operating Officer) Steven Methvin is the Mayor's designee on both Boards, and Renie Broderick is the Board Secretary.

Mr. O'Connor made it known that past Merit System Board members are willing to aid the new Chair, if needed. Staff members are also available to provide support to the Chair as well as all members of the Board.

Mr. O'Connor opened the discussion for questions. There were no additional questions from the Board members.

Ms. Messer stated that she would like to serve as a regular Board member before assuming the role of Chair. Mr. Tse is open to serving as Chair but prefers to participate as a member for a longer period of time. Mr. Tse is willing to consider moving into the role of Chair in January 2019. Mr. Munch is willing to assume role of Chair.

Motion by Ms. Messer to approve Mr. Munch as Chair. Mr. Tse seconded the motion. The motion passed unanimously on a voice vote 3-0.

Future Agenda Items

Review of changes to Personnel Rules in the next 2-3 months.

Adjournment

Motion by Ms. Messer to adjourn; seconded by Mr. Tse. The motion passed unanimously on voice vote 3-0. The meeting adjourned at 1:28 p.m.

Approval Signature



Jon O'Connor, Merit System Board Secretary